



DEMOLITION PERMIT MATERIALS & INSTRUCTIONS

PLEASE READ THESE INSTRUCTIONS CAREFULLY

Be sure that you contact all the appropriate agencies and secure the required signatures, and obtain your demolition permit prior to beginning any demolition.

PLEASE SEE A BUILDING DIVISION STAFF MEMBER TO CHECK OFF AND VERIFY THE REQUIREMENTS YOU WILL NEED IN ORDER TO OBTAIN YOUR DEMOLITION PERMIT.

Your demolition permit must be finalized prior to obtaining your building permit.

- _____ **1. BAY AREA AIR QUALITY MANAGEMENT DISTRICT:**
Contact Bay Area Air Quality Management District for information, forms and instructions on how to obtain the required "J" number. Their processing time is approximately 20 days.
Contact Information: 375 Beale St., Suite 600, San Francisco CA 94105
(415) 749-5000
- _____ **2. PACIFIC GAS & ELECTRIC:**
All gas and electric disconnections require approval by authorized Pacific Gas & Electric personnel. Contact P.G. & E. at 10900 N. Blaney Avenue, Cupertino, CA, (408) 725-3325 for lead-time to disconnect.
- _____ **3. CALIFORNIA WATER SERVICE COMPANY:**
The water service to the property may remain during demolition; however, the service to the existing structures must be disconnected during construction. Approved water service personnel will sign the demolition application when they have inspected and approved the disconnection. You may contact the California Water Service at 949 "B" Street, Los Altos, CA – (650) 917-0152.
- _____ **4. PLANNING DIVISION – DEMOLITION SITE PLAN:**
Planning Division approval is required for all demolitions and tree removals. Contact the Planning Division at (650) 947-2750.

Provide two copies of your site plan showing location of all structures and trees proposed to be removed, and all required tree protection measures as shown on the approved construction plans.
- _____ **5. CITY OF LOS ALTOS ENGINEERING DIVISION – SEWER/SWPPP:**

Demo & Rebuild. **PRIOR TO DEMOLITION**, Owner **MUST** cap-off sewer line at property line within 5' into private property. Please call City of Los Altos Engineering Division at (650) 947-2780 for inspection (24-hour notice required). Any open hole or trench must be properly barricaded or covered.

*A **Storm Water Pollution Prevention Plan (SWPPP)** must be prepared for all projects greater than one acre and for any other project that the City Engineer determines such plan is necessary to protect surface waters. Contact the Engineering Division at (650) 947-2780 for additional information.

Received By _____ Date _____

Underground utilities are required for all new homes, and additions and remodels of 50% or greater to existing buildings, excluding basements.

When **all** the required signatures have been secured, please return the completed Demolition Application, Site Plan, SWPPP (if required), and the Bay Area Air Quality form (J#) to the City of Los Altos Building Division to secure your permit.

If you have any questions, please call (650) 947-2752.

PLEASE BE ABLE TO PROVIDE THE SQUARE FOOTAGE OF ANY STRUCTURES TO BE DEMOLISHED.

California Water Service

949 B Street, Los Altos CA
(650) 917-0152

P.G. & E

10900 N. Blaney Avenue, Cupertino CA
(408) 725-3325

City of Los Altos – Engineering Division

Los Altos City Hall
One North San Antonio Road, Los Altos CA
(650) 947-2780

City of Los Altos – Planning Division

Los Altos City Hall
One North San Antonio Road, Los Altos CA
(650) 947-2750

Bay Area Air Quality Management

939 Ellis Street, San Francisco CA 94109
Air Quality Technician
(800) 334-6367 or (415) 771-6000
www.baaqmd.gov

WHEN YOU HAVE COMPLETED THIS APPLICATION YOU MAY TAKE IT TO THE BUILDING DIVISION FOR YOUR DEMOLITION PERMIT.

HOURS: MONDAY THROUGH FRIDAY 8:00 A.M. – 11:30 A.M. AND 1:00 P.M. – 4:30 P.M.

CLOSED: 11:30 A.M. to 1:00 P.M.
8:00 A.M. to 9:00 A.M. – TUESDAY
